

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **CHIEF, OFFICE OF TRAFFIC INVESTIGATIONS**

SALARY: **\$6982 - \$7702**

LOCATION: **DISTRICT 7 – LOS ANGELES**

FINAL FILING DATE: **JUNE 15, 2006**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Deputy District Director of Operations, serves as the Chief, Office of Traffic Investigations. The incumbent is responsible for planning, developing, implementing, monitoring and enforcing District 7's traffic safety programs within the counties of Los Angeles and Ventura. Activities include overseeing and monitoring the budget, personnel, training, labor relations, safety and accounting policies for the office. This program is funded from a combination of programs including Operations, Capital Outlay, Maintenance and Planning. Responsibilities include, but are not limited to:

- Responsible for providing technical direction and guidance to ensure full implementation and utilization of the District's traffic safety program, including traffic safety investigation, highway/freeway surveillance, speed zone studies, Plans, Specification, and Estimate reviews, Intergovernmental Review/California Environmental Quality Act reviews, encroachment permits reviews, signing, coordination of traffic management plans and provide traffic safety consultation to other offices. Responsible for all traffic safety correspondences and acts as District's Traffic Safety Coordinator.
- Responsible for planning the short and long term traffic safety program to improve traffic safety on the highway systems in District 7. Manages the minor traffic program with authority to set priorities annually. Manages the District's major traffic safety program such as the State Highway Operation and Protection program (SHOPP) for every SHOPP cycle. Updates the District's SHOPP 10 year plan.

- Administers and manages the Traffic Safety Program, including monitoring and evaluating workload, personnel, budget and staffing requirements; directs adjustments when necessary to achieve departmental objectives. Responds to letters, telephone calls and attend meetings with the public, local agencies, developers, the media and representative of elected officials. On occasion, represents and acts on behalf of the Deputy District Director of Operations.
- Coordinates with headquarters and participates in statewide activities that set policy, goals and performance measures. Participates in external meetings to advance and promote the district's safety program. Briefs district executives of changes pertaining to the safety program.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of transportation engineering experience as a senior level engineer in the California state service.

#### **Or II**

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

#### **Or III**

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to: Administer** an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and ability to effectively lead, supervise, direct and manage a Caltrans office of varied professional and technical staff.
- Demonstrated knowledge and experience in dealing with federal, state and local agencies in relation to laws, regulations and procedures.

- Demonstrated knowledge and experience in the application and evaluation of Caltrans policies and procedures as it relates to traffic safety, highway operations and intergovernmental reviews, including but not limited to design, construction, traffic engineering and maintenance policies and practices.
- Demonstrated knowledge and experience in estimating and developing workload standards, person years and resource needs.
- Demonstrated knowledge and involvement in the management of Personal Services Dollars and Operating expenses across multiple programs and funding sources.
- Demonstrated high level of competency in verbal and written communications.
- Demonstrated responsibility and experience in the planning, directing and supervision of a major Caltrans program and staff to achieve programmed department goals.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **June 15, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
Attn: Sandra Segura  
100 S. Main Street, Suite 100  
Los Angeles, CA 90012**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*